

**Bureau teleconference discussion notes and decisions**  
**Monday, 9 May 2016 GoToMeeting session (11:00-13:00 CET)**

**Participants:**

**Bureau present:** Anders Grangård, Estelle Igwe, Tahseen A. Khan, Lance Thompson (Chair)

**Bureau apologies:** Harm Jan van Burg, Raffaele Fantetti, Sue Probert

**Secretariat:** Maria Rosaria Ceccarelli, Gianguglielmo Calvi, Yuri Saito

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1. Roll-call	Quorum: 4 of 7 Bureau Members = quorum	
1a. Approve the agenda		Approved
1b. Meeting report of 11 April 2016	There were no comments on the draft report.	Approved as written
1c. Meeting report of 27 and 28 April 2016	A small error in the text was pointed out and corrected.	Approved with a small modification
2a. Topics	No topics discussed.	
3a. ITPD – PPP-TF ready to go to Public Review	The secretariat informed the Bureau that it is currently editing the draft document. This should be completed by 13 May.	<b>Bureau Decision 1605004:</b> Approval of draft recommendation on PPP in TF to go to Public Review pending secretariat edits
3b. M+T – Publication process for version 2 deliverables – Project Exit	The project, on the procedure for CCTS 2.01 and CCBDA 1.0 and NDR 2.1 Artefacts Publication has been completed and is ready for Project Exit. Some findings will be carried over into a new project on how to publish reference data models. This project will be presented to the Bureau soon.  There were also some findings on elements that need to be updated, e.g. incorrect references. Vice Chair Grangård will review these in the coming weeks.	<b>Bureau Decision 1605005:</b> Approval of Procedure for CCTS 2.01 & CCBDA 1.0 & NDR 2.1 Artefacts Publication Project for Project Exit
3c. F+P/SCMD – CI Remittance Advice – Project Exit	It was explained that the project has been completed and has produced updated artefacts.	<b>Bureau Decision 1605006:</b> Approval of Cross-Industry Remittance Advice Project for Project Exit
3d. SWD – SW Vocab White Paper Project	The Single Window Domain identified a need to clarify terminology related to the Single Window concept. The project outcome will be a White Paper to be annexed to Recommendation 33.  Recommendation 33 will not be revised for now, but when it is updated, the	<b>Bureau Decision 1605007:</b> Approval of Single Window Vocabulary White Paper Project pending three HoD support (Project Lead: Abdoulaye Basse)

	<p>outcome of this project will be integrated into the text of the Recommendation (and the annex will be deleted).</p> <p>Given the dependencies with other areas, there is a need to ensure that all relevant Domains are involved. For example, they should be informed when the draft document goes to Public Review.</p> <p>The letters of support for the project are still being received.</p>	
3e. ITPD – Women in Trade Facilitation White Paper Project	<p>This project will be of interest to many, especially given its link with the Sustainable Development Goals (SDGs).</p> <p>The secretariat is already undertaking background research on this topic; this could feed into the project.</p> <p>The letters of support are still pending.</p>	<b>Bureau Decision 1605008:</b> Approval of Women in Trade Facilitation White Paper Project pending three HoD support (Project Lead: Paloma Bernal Turnes)
3f. SWD – Core Principles for the Operation of Single Windows Recommendation Project Proposal	<p>This project is related to governance and operational issues of each SW stakeholder. Two HoD support have been received so far (Morocco, Senegal).</p> <p>The title of the project may need to be modified to better reflect the intended outcome.</p>	<b>Bureau Decision 1605009:</b> Approval of Core Principles for the Operation of Single Windows Recommendation Project pending third HoD support and with the understanding that the title may evolve (Project Lead: Richard Morton)
3g. SPEC – Library Publication Formats Project Proposal	<p>This is the first project coming out of the Library Review Report, others may follow.</p> <p>The way that UN/CEFACT Libraries are currently published can be complicated to scale (e.g. pure text in some cases). There are currently formats that cannot be (easily) processed by machines. This project proposes to address this issue.</p>	<b>Bureau Decision 1605010:</b> Approval of Library Publication Formats Project pending three HoD support (Project Lead: Christian Huemer)
3h. SCMD – CI Scheduling project – Italian HoD support	<p>This project (already approved by the Bureau) has received a third HoD support. The Call for Publication is being finalized and will be published soon.</p>	
4a. Events – Questionnaires for the Prep of Bangkok	<p>The secretariat informed the Bureau that few responses have been received to the preparatory questionnaires. Vice Chairs were requested to follow up with the Domain Coordinators and Focal Points in their respective Programme Development Areas (PDAs).</p> <p>The website of the 28<sup>th</sup> UN/CEFACT Forum is online</p>	Vice Chairs to follow up on the submission of preparatory questionnaires

	<a href="http://www.unece.org/28thuncefactforum">http://www.unece.org/28thuncefactforum</a> ) and registration will open soon.	
5a. Report from Liaison	The secretariat participated in a meeting on 3-4 May on the possible revision of the MoU on eBusiness.	
6a. Report from Secretariat	On 19 May, the secretariat and Vice Chair Probert will participate in a meeting on eManifest with the European Commission in Brussels.  On 25-26 May, the secretariat will participate in a meeting in Serbia organized by UNCTAD on capacity building.	
7a. Report from Communication	The next HoD Quarterly Report needs to be prepared.  The secretariat has received very good feedback from the UNECE Information Unit regarding the communication efforts during the Plenary and Forum.	The Chair will prepare a draft.
8a. ATA eBusiness Programme	The Bureau was informed of the ATA e-Business Program, which is seeking experts in XML schema design to participate in an industry working group.  The secretariat suggested that the Chair of the MoU/MG be contacted, as he is involved in the aerospace industry.	Vice Chairs to send input by 13 May; the Chair will send the e-mail to the Chair of MoU/MG during the week of 16 May
8b. OASIS Public Review of Business Oriented artefacts	The secretariat drew the Bureau's attention to the public call for comments (deadline: 20 May).	Comments to be sent to the secretariat for compilation by 13 May
9a. Other business	The secretariat will request Domain information pages from Domain Coordinators based on the template approved on 14 March. These will be part of the UN/CEFACT website (publicly accessible).  There has been a request from AFACT to establish an official relationship with UN/CEFACT. The secretariat will follow up on this. The Bureau will discuss this on 23 May.  In developing a new project proposal, the Methodology and Technology PDA received an inquiry on the formal requirements to become a Project Lead. It was noted that there are currently no formal criteria for this.  The secretariat has received a "Report of liaison officer from SC32 to UN/CEFACT". This document will be shared with the Bureau.	To be discussed on 23 May  To be discussed at the face-to-face meeting in Rome
	Next Bureau meeting: Monday, 23 May from 11 am  Topics:	

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|  | <ul style="list-style-type: none"><li>• Discussion on relationship with AFACT</li></ul> |  |
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